Chapter 7

Printing Reports and Exporting Data

This chapter explains how to print reports and export data from FACTS II. Note that although users enter data into FACTS II, which is quite different than earlier systems used to enter similar information, it is still possible to obtain reports that are the same as the output from those earlier systems:

    C   Reports available in FACTS II
    C   Running, Printing, and Exporting Reports
    C   Examples of Reports

Reports available in FACTS II

Instructions There are six kinds of FACTS II reports as follows:

- **Adjusted Trial Balance (ATB).** This report is a listing of all of the information that you have entered sorted by SGL account and SGL attribute. (See Exhibit 7-5).

- **Status.** This report displays the update status of each fund symbol (e.g. editing, pending certification, certified, etc.). This is a good report to use <u>before</u> you start your data entry each quarter to verify that all of the fund symbols that you expect to be associated with your user ID are actually available to you for updating. This is also a good report to use after you are done with your data entry to ensure that all of your fund symbols are pending certification. You can run the report to show all fund symbols, those not yet in "Reported" update status, or whatever update status you select. (See Exhibit 7-6).

- **SF 133.** This report is the SF 133 "Report on Budget Execution" based on the SGL information that you have entered. FACTS II does the crosswalking for you. This report includes a current total "CT" (of all current fund symbols), an expired total "ET" (of all expired fund symbols), and a grand total "GT" (of all accounts). You can run the report by millions, thousands, or dollars and cents. (See Exhibit 7-7).

- **FMS 2108.** This report is the FMS 2108 "Year-End Closing Statement" based on the SGL information that you have entered. FACTS II does the crosswalking for you. (See Exhibit 7-8).

- **Resources vs. Status of Resources.** This report helps you ensure that your total budgetary resources (SF 133 Line 7) equals your total status of budgetary resources (SF 133 Line 11). (See Exhibit 7-9).

- **Fund Resources vs. Fund Equity.** This report helps you ensure that your total fund resources equals your total fund equity on the FMS 2108. (See Exhibit 7-10).

Running, Printing, and Exporting Reports

Instructions   To run reports, select the report that you would like from the "Reports" heading on the menu bar (See Exhibit 7-1) and then indicate the fund symbol or symbols that you would like the reports for (See Exhibit 7-2). You can run reports for all of the fund symbols associated with your user ID or run the reports one fund symbol at a time.

Each report is generated and displayed on screen. Then, if you like, you can print out the report on paper, or print/export the report to a "PRN" file which can then be imported into other applications such as a spreadsheet application and e-mail application to share with others. (See Exhibits 7-3 and 7-4).

Exhibit 7-1 – Select the report that you would like to run.

Exhibit 7-2 – Indicate whether you would like to generate the report for one fund symbol or all of your fund symbols.
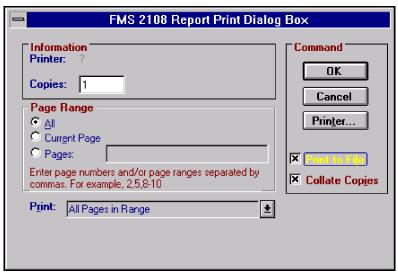
Exhibit 7-3 – Once the report is generated and displayed on the screen you may print the report. If you select "Print to file" the report will be exported to a PRN file.
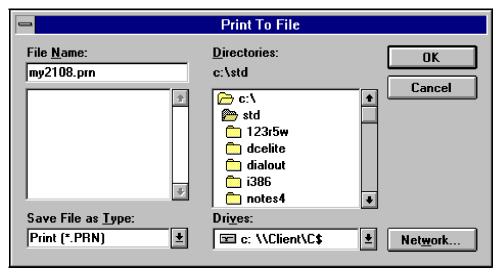

Exhibit 7-4 -- If you selected "Print to file", provide a file name and click OK.
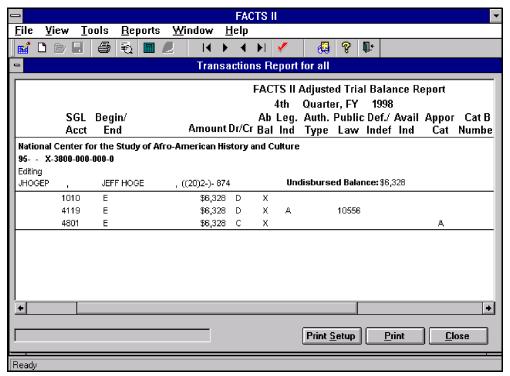
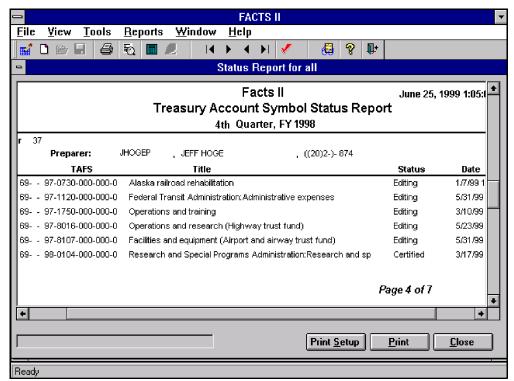# Examples of reports

Exhibit 7-5 – Adjusted Trial Balance.

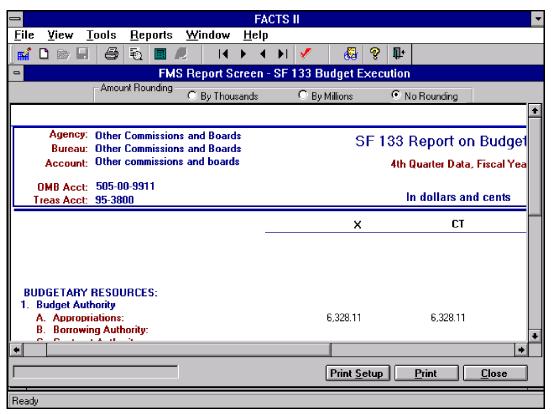Exhibit 7-6 – TAFS Update Status. Only one account above is "Certified".

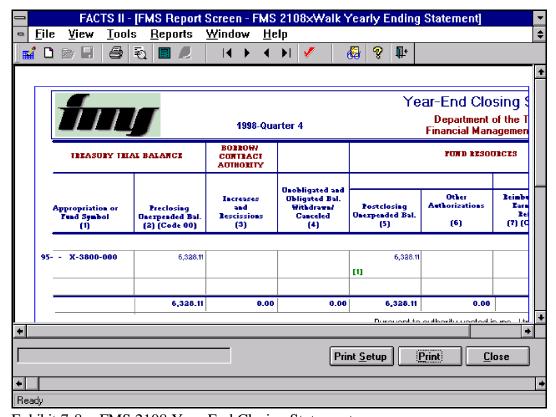Exhibit 7-7 – SF 133 Report on Budget Execution.

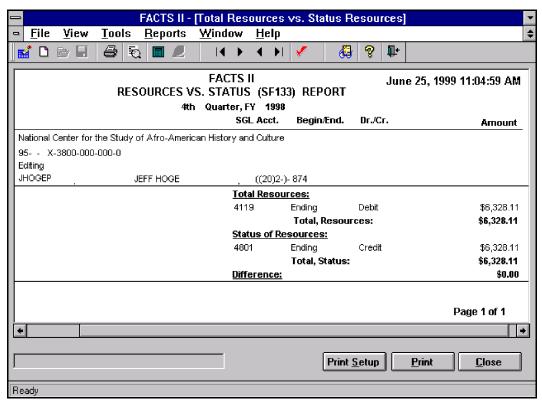Exhibit 7-8 – FMS 2108 Year-End Closing Statement.
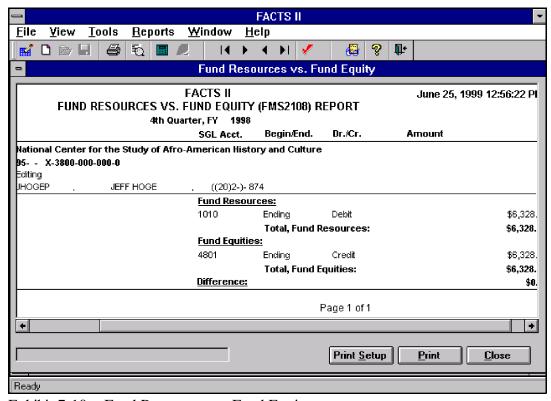
Exhibit 7-9 – Total Resources vs. Total Status of Resources.

Exhibit 7-10 – Fund Resources vs. Fund Equity.